

Framework Schedule 6b Order Form Template Operating Lease Only

(Leasing and/or Service Requirements under Lots 1 and 2)

Order Form

CALL-OFF REFERENCE:	1.11.4.4294.
THE BUYER:	The Health and Safety Executive
BUYER ADDRESS	Redgrave Court, Merton Road, Bootle, L20 7HS
THE SUPPLIER:	Canon UK Limited
SUPPLIER ADDRESS:	4 Roundwood Avenue, Stockley Park, Uxbridge, Middlesex, UB11 1AF
REGISTRATION NUMBER:	01264300
DUNS NUMBER:	21-734-3912

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 17th March 2023.

It's issued under the Framework Contract with the reference number RM6174 for the provision of Multifunctional Devices (MFDs), Print and Digital Workflow Software Services and Managed Print Service Provision.

CALL-OFF LOT(S):

Lot Number	Lot Name	Relevant (Yes/No)
1	<i>Multifunctional Print Devices (MFDs) and Basic Print Management Software</i>	No
2	<i>Multifunctional Print Devices (MFDs), Print Management and/or Digital Workflow Software and Associated Services</i>	Yes






CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:





1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6174**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6174
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 13 (Continuous Improvement)
 - Joint Schedule 15 (Key Supplier Staff)
 - Call Off Schedules for RM6174
 - Call Off Schedule 1 (Transparency Reports)
 - Call Off Schedule 5 (Pricing Details)
 - Call Off Schedule 6 (ICT Services)
 - Call Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call Off Schedule 9 (Security)
 - Call Off Schedule 10 (Exit Management)
 - Call Off Schedule 11 (Processing Data)
 - Call Off Schedule 14 (Service Levels)
 - Call Off Schedule 20 (Call-Off Specification)
 - Call Off Schedule 24 (Operating Lease)
 - Call Off Schedule 26 (Supplier Furnished Terms)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility)
6. Call-Off Schedule 4 (Call-Off Tender)

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.






- Joint Schedules for **RM6174**

Core Terms v3.0.11	 <p>RM6174-Core-terms- v3.0.11-1 (1).docx</p>
Joint Schedule 2 (Variation Form)	 <p>Joint Schedule 2 - Variation Form v.3.1.d</p>
Joint Schedule 3 (Insurance Requirements)	 <p>Joint Schedule 3 - Insurance Requireme</p>
Joint Schedule 4 (Commercially Sensitive Information)	 <p>Joint-Schedule-4-Co mmercially-Sensitive-</p>
Joint Schedule 5 (Corporate Social Responsibility)	 <p>Joint-Schedule-5-Cor porate-Social-Respon</p>

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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



Joint Schedule 10 (Rectification Plan)	 <p>Joint Schedule 10 - Rectification Plan v.3.</p>
Joint Schedule 11 (Processing Data)	 <p>Joint-Schedule-11-Processing-Data-uniFLC</p>
Joint Schedule 13 (Continuous Improvement)	 <p>Joint Schedule 13 - Continuous Improven</p>
Joint Schedule 15 (Key Supplier Staff)	 <p>Joint Schedule 15 - Key Supplier Staff v3.0</p>

- Call-Off Schedules for **RM6174**

Call-Off Schedule 1 (Transparency Reports)	 <p>Call-Off Schedule 1 - Transparency Reports</p>
Call- Off Schedule 4 (Call-Off Tender)	 <p>Call-Off-Schedule-4- Call-Off-Tender-v3.1-</p>
Call-Off Schedule 5 (Pricing Details)	 <p>Call-Off-Schedule-5- Pricing-Details-v3.1-D</p>
Call-Off Schedule 6 (ICT Services) Section	 <p>Call-Off-Schedule-6-I CT-Services-v3.4-1.do</p>
Call-Off Schedule 8 (Business Continuity and Disaster Recovery)	 <p>Call-Off-Schedule-8- Business-Continuity-a</p>

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

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Call-Off Schedule 9 (Security)	 Call-Off-Schedule-9- Security-v3.4-1 (1).docx
Call-Off Schedule 10 (Exit Management)	 Call-Off-Schedule-10 -Exit-Management-v3
Call-Off Schedule 11 (Installation Works)	 Call-Off-Schedule-11 -Installation-Works-v:
[Call-Off Schedule 14 (Service Levels)	 Call-Off Schedule 14 - Service Levels v1.1_1
Call-Off Schedule 20 (Call-Off Specification)	 Call-Off-Schedule-20 -Call-Off-Specification
Call-Off Schedule 24 (Operating Lease)	 Appendix 1 - Client Agreement.docx
Call-Off Schedule 26 Supplier Furnished Terms	 Call-Off-Schedule-26 -Supplier-Furnished-T

CALL-OFF SPECIAL TERMS

None

SECTION B

1. Call-Off Contract Period

CALL-OFF START DATE: (The initial contract period excluding extension options)	01 April 2023, for an initial period of three years
CALL-OFF EXTENSION PERIOD OPTIONS: (State the options to extend)	30 March 2026 (initial 3-year contract with a 2-year extension option, in yearly increments)
CALL-OFF EXPIRY DATE:	30 March 2026 5 years (initial 3 years + 1 + 1)
MINIMUM WRITTEN NOTICE TO SUPPLIER IN RESPECT OF EXTENSION:	3 Months

2. Contract Performance

STANDARDS AND QUALITY

Cyber Essentials Basic, ISO 27001, ISO 9001, BS 7858 (Code of Practice), ISO29412 (Statement of Applicability) and ISO15408

AND

30 working days within which Quality Plans must be developed by the Supplier

SERVICE CREDITS

Not applicable

3. Liability and Insurance

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £116,409.16

ADDITIONAL INSURANCES

Not applicable

4. Buyer Information

BUYER'S AUTHORISED REPRESENTATIVE

PAYMENT METHOD

payment method(s) – Invoice, Purchase Order - 30 days

5. Supplier Information

SUPPLIER'S AUTHORISED REPRESENTATIVE

SUPPLIER'S CONTRACT MANAGER

SUPPLIER REQUIREMENTS

Supplier's inspection of Sites, Customer Property and Customer Assets:

Acceptance will be deemed to have been given on completion of delivery, installation and green button tests having been completed.

FAILURE OF SUPPLIER EQUIPMENT

Not applied

6. Other Call-Off Requirements

TERMINATION WITHOUT CAUSE NOTICE PERIOD

as per Clause 10.2.2 of the Core Terms

UNDISPUTED SUMS LIMIT

as per Clause 10.5 of the Core Terms

TRAINING

Not applicable

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

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SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

